

2022 Texas Commercial Standard Offer Program

Program Manual



An **AEP** Company

BOUNDLESS ENERGYSM

This manual includes information about the eligibility requirements, incentive payments, and participation process of the SWEPCO Commercial Standard Offer Program. This information is also available on the program Web site at

<https://swepco.com/save/residential/programs/ContractorCenter.aspx>

Enrollments and Project Submissions are completed at

<https://swepco.p3.enertrek.com/>

1

Program Description

Overview

The Commercial Standard Offer Program (CSOP) was developed by Southwestern Electric Power Company (SWEPCO), an American Electric Power subsidiary to provide incentives for new construction and retrofit installation of a wide range of measures that reduce demand and save energy in eligible non-residential facilities. Incentives are paid to energy service providers (Project Sponsor/Market Actor) on the basis of deemed savings or verified demand and energy savings at eligible Commercial customers' facilities. This program has been developed to comply with the Energy Efficiency Rule §25.181 implementing Senate Bill 7.

Participants in the CSOP must meet minimum eligibility criteria, comply with all program rules and procedures, submit documentation describing their projects, and enter into a Standard Offer Program Agreement with SWEPCO. This document summarizes eligibility requirements, incentives, the participation process, and other information needed to successfully take part in this program.

Eligibility

Project Sponsor/Market Actor

Any entity that plans to install eligible energy efficiency measures at a facility with non-residential electricity distribution service provided by SWEPCO paying into the EECRF fund is eligible to participate in the CSOP as a Project Sponsor/Market Actor. Eligible Project Sponsors/Market Actors may include:

- National or local energy service companies (ESCOs)
- Local contractors
- National or local companies that provide energy-related services or products (such as lighting or HVAC equipment)
- Retail electricity providers
- Individual customers that install measures in their own facilities.

To ensure that the program's incentive budget is allocated to projects that are likely to meet with success, all Project Sponsors/Market Actors will be required to demonstrate a commitment to fulfilling program objectives and competency in completing the proposed project. Project Sponsors/Market Actors will be required to submit the following information as part of the application process:

- A description of the Project Sponsor/Market Actor firm, including relevant experience, areas of expertise, and references

- A work plan that covers the design, implementation, operation, and management of the project, including a work schedule

To ensure that incentives are available to multiple participants, Project Sponsors/Market Actors may be limited on the total amount of incentives received from the program incentive budget for a given year. An individual Project Sponsor/Market Actor can be a party to multiple applications as long as the total incentive from all such applications does not exceed the maximum limitation.

Host Customer

Any eligible Commercial SWEPCO distribution customer who owns or operates a site, and has not qualified and elected not to participate in the Energy Efficiency Programs may host a project developed by a qualified Project Sponsor/Market Actor or choose to sponsor the project independently. The host customer's responsibilities include the following:

- Committing to an energy efficiency project
- Entering into an agreement with the selected Project Sponsor/Market Actor (or SWEPCO for independently sponsored projects)
- Providing reasonable access to project facilities both before and after project completion

Project

A project is defined by the set of measures at an eligible SWEPCO distribution customer site and the estimated demand and energy savings included in a single application. All projects must meet the following requirements:

- Each project must include a total estimated summer or winter demand reduction of at least 5 kW. This limitation is included to ensure that projects contribute to the primary program goal of reducing summer peak demand and to minimize administrative costs. At SWEPCO's sole discretion, it may remove this limitation for a new Project Sponsor/Market Actor or for a customer implementing a self-sponsored project.
- Projects that include a comprehensive range of measure types are especially encouraged.

Please note: NO PROJECT will be eligible for incentives if it was started before the initial submittal date contained in P3 or if required documentation (see Appendix A) is missing or omitted.

Responsibility for Enrollment and Project Submittal lies with the Project Sponsor/Market Actor. The Program Manager will help guide you but not do it for you.

Measure

Most energy efficiency measures in retrofit applications that reduce electric energy consumption and summer daytime peak demand are eligible for the CSOP. SWEPCO does not specify eligible measures in order to provide Project Sponsors/Market Actors

maximum flexibility in packaging services. Therefore, Project Sponsors/Market Actors may propose the inclusion of any measure that:

- Produces a measurable and verifiable electric demand reduction during the peak summer period (defined as weekdays, between the hours of 1 p.m. and 7 p.m. from June through September, excluding holidays) or the peak winter period (defined as weekdays, between the hours of 6 p.m. and 10 p.m. and 6 a.m. and 10 a.m. from December through February, excluding holidays) and produces electric energy savings
- Produces savings through an increase in energy efficiency
- Is installed in a new or retrofit application
- Complies with the requirements of the Public Utility Commission of Texas' Texas Technical Reference Manual (TRM) Version 8.0, or a more current version if available located at <http://www.texasefficiency.com/index.php/emv>

Measure types *excluded* from consideration in the program are those that

- Involve plug loads (i.e., office equipment)
- Involve self-generation or cogeneration or rely on changes in customer behavior and require no capital investment
- Result in negative environmental or health effects
- Involve fuel-switching *to* electric
- Receive an incentive through any other energy efficiency program offered by SWEPCO

Project incentives will be paid only for energy and demand savings directly related to end-use equipment installed under the project. Savings due to interactive effects between lighting and space-cooling measures will be eligible for payment based on a stipulated value only in cases where lighting measures have been installed in a conditioned space as part of the program. Interactive effects between other end-use equipment will not be eligible for program payments.

Please refer to Appendix A at the end of the manual for quick reference to the program required documentation and process.

ARTICLE I – DEFINITIONS

Business Day shall mean normal working days (8:00am – 5:00pm), Monday through Friday, January 1 through December 31, excluding holidays.

- 1.1 “Contract Documents” shall mean (i) the Project Sponsor’s approved Initial Application, attached hereto and incorporated herein as Exhibit A; (ii) the Project Sponsor’s approved Final Application, attached hereto and incorporated herein as Exhibit B; (iii) the SOP Procedures Manual, attached hereto and incorporated

- herein as Exhibit C; and (iv) this Agreement together with any and all other exhibits, addenda, or amendments referenced herein or made a part hereof in accordance with this Agreement.
- 1.2 “Customer” shall mean a non-residential distribution system customer of SWEPCO that owns or leases facilities at a Project Site and that has entered into a Customer Agreement with the Project Sponsor for the installation of Measures as a part of the Project.
 - 1.3 “Customer Agreement” shall mean the agreement between Customer and the Project Sponsor that specifies the rights and obligations of each Party with respect to the installation of the Measures at the Project Site(s) and other related and/or unrelated matters.
 - 1.4 “Deemed Energy Savings” shall mean a pre-determined, validated estimate of Energy Savings attributable to a Measure in a particular type of application that SWEPCO may use instead of Measured Energy Savings.
 - 1.5 “Deemed Peak Demand Savings” shall mean a pre-determined, validated estimate of Peak Demand Savings attributable to a Measure in a particular type of application that SWEPCO may use instead of Measured Peak Demand Savings.
 - 1.6 “Deemed Savings” shall mean the sum of Deemed Energy Savings and Deemed Peak Demand Savings.
 - 1.7 “Demand Savings” shall mean a quantifiable reduction in the rate at which energy is delivered to or by a system at a given instance, or average over a designated period, usually expressed in kilowatts (kW) or megawatts (MW). Demand Savings will be determined by comparing the efficiency of the installed qualifying energy efficiency equipment to that of new equipment that meets all applicable minimum efficiency standards—not to that of the customer’s existing equipment. In cases where no standard currently exists, existing equipment efficiencies will be used. Measure standard efficiencies are identified in the Commercial Standard Offer Program Manual and the equipment survey forms provided by SWEPCO and that can be uploaded into the project sponsor’s project.
 - 1.8 “Energy Savings” shall mean a quantifiable reduction in the Customer’s consumption of energy, or the amount by which the Customer’s energy consumption is reduced, as a result of the installation of qualifying energy-efficient measures. Energy Savings will be determined by comparing the efficiency of the installed measures to that of new measures that meets all applicable minimum efficiency standards—not to that of the customer’s existing measures. In cases where no standard currently exists, existing measure efficiencies will be used. Measure standard efficiencies are identified in the Commercial Standard Offer Program Manual and the equipment survey forms provided by SWEPCO and that can be uploaded into the project sponsor’s project.

- 1.9 “Estimated Energy Savings” shall mean the Energy Savings expected to be derived in a single Performance Period from Measures to be installed or actually installed at the Project Site.
- 1.10 “Estimated Peak Demand Savings” shall mean the Peak Demand Savings expected to be derived in a single Performance Period from Measures to be installed or actually installed at the Project Site.
- 1.11 “Estimated Savings” shall mean the sum of Estimated Energy Savings and Estimated Peak Demand Savings.
- 1.12 “LED Tube type A” shall mean LED tubes designed with an internal driver that allows them to work with linear fluorescent ballasts. **Type A LED retrofits are not eligible for incentives if the ballast remains connected in the system.**
- 1.13 “LED Tube Type B” shall mean LED tubes having an internal driver, designed to operate through power supplied directly to mains voltage, bypassing the LFL ballast.
- 1.14 “LED Tube Type C” shall mean LED tubes designed to operate through power supplied directly to the mains voltage, bypassing the LFL ballast. Type C LED tubes have a remote, fixture mounted driver, rather than an internal driver.
- 1.15 “Measure” shall mean new equipment, material, or systems that (i) when installed and used at a Project Site, result in a measurable and verifiable reduction in either purchased electric energy consumption, measured in kilowatt-hours (kWh), or peak demand measured in kilowatts (kW), or both; (ii) meet the requirements of the Contract Documents; and (iii) in the determination of SWEPCO, are not ineligible for incentive payments pursuant to P.U.C. SUBST. R. 25.181(g). Measures may include equipment, material, or systems that are installed as part of new construction.
- 1.16 “Measured Energy Savings” shall mean the Energy Savings derived during the Performance Period from the Measures installed at the Project Site as determined in accordance with the Measurement and Verification Plan found in the Final Application, set forth in Exhibit B, and as documented in a Savings Report approved by SWEPCO.
- 1.17 “Measured Peak Demand Savings” shall mean the Peak Demand Savings derived during the Performance Period from the Measures installed at the Project Site as determined in accordance with the Measurement and Verification plan found in the Final Application, set forth in Exhibit B, and as documented in a Savings Report approved by SWEPCO.
- 1.18 “Measured Savings” shall mean the sum of Measured Energy Savings and Measured Peak Demand Savings.

- 1.19 “PUCT” shall mean the Public Utility Commission of Texas.
- 1.20 “Peak Demand” shall mean electrical demand at the times of highest annual demand on the utility’s system.
- 1.21 “Peak Demand Savings” shall mean reduction in demand on the utility’s system at the times of the utility’s summer or winter peak period, consisting of the hours from 1 PM and 7 PM CDT, during the months of June, July, August and September and during the hours between 6 AM and 10 AM and 6 PM and 10 PM during the months of December, January and February, excluding weekends and Federal Holidays. Peak Demand Savings will be determined by comparing the efficiency of the installed Measures to that of an appropriate Baseline.
- 1.22 “Performance Period” shall mean the one (1) year period following approval of the Installation Report during which measurement and verification activities take place.
- 1.23 “Project” shall mean the sum of all activities and Measures required to achieve the Estimated Energy Savings and Estimated Peak Demand Savings necessary to meet the reserved incentive amount listed in the Project Sponsor’s Final Application. New construction projects are eligible for this SOP.
- 1.24 “Project Site” shall mean the location of a Customer’s facilities where approved Measures will be installed and from which Energy Savings or Peak Demand Savings, or both, will be obtained.
- 1.25 “Project Sponsor” shall mean any organization, group, or individual who contracts with SWEPCO to provide Energy Savings or Peak Demand Savings, or both, under the SOP.
- 1.26 “Prudent Electrical Practices” shall mean those practices, methods, standards and equipment commonly used in prudent electrical engineering and operations to operate electrical equipment lawfully and with safety, dependability and efficiency and in accordance with the National Electrical Safety Code, the National Electrical Code and any other applicable federal, state and local codes provided, however, that in the event of a conflict, the applicable federal, state or local code shall govern.

Table 1 provides examples of eligible and ineligible measures. SWEPCO may consider any measures that are not listed in Table 1 for program eligibility on a case-by-case basis.

Table 1

Examples of Eligible and Ineligible Measures and Projects

ELIGIBLE MEASURES:
Commercial Cooling and Ventilation Measures/Projects*

- Constant air volume to variable air volume conversion projects
- Chiller replacement projects

- Thermal Energy Storage
- Packaged cooling unit replacement projects
- Replacement HVAC projects increased by more than 10% will be treated on a case-by-case basis

Air-side and Water-side economizer projects

- Fan and pump variable-speed drive installations
- Fan and pump motor efficiency upgrades
- Fuel switching *from* electric to gas

Commercial Lighting Measures/Projects

- High-efficiency fluorescent, HID or LED lighting that replaces less efficient lighting (Type A, B or C Tube retro kits are permitted)
- Lighting controls to reduce operating hours

Refrigeration Measures/Projects

- Air cooling and refrigeration compressor replacement projects

Industrial Measures/Projects

- Variable speed drive installations on industrial fans and pumps
- All motor-efficiency upgrade projects

HVAC & LIGHTING

- VFDs on Air Handler Supply Fans
- Demand Savings Power Adjustment Factors for Lighting Controls
- Occupancy Controls for Guestroom, Dormitory and Multifamily

Refrigeration (retrofit)

- Night Covers for Open Refrigerated Cases
- ECM Evaporator Fan Motors
- Door Heater Controls

- Solid & Glass Door Reach-Ins
- Strip Curtains
- Zero Energy Doors
- Evaporator Fan Controls
- Electric Defrost Control

Food Service

- High Eff. Electric Convection Ovens
- High Eff. Electric Combination Ovens
- ENERGY STAR Commercial Dishwashers
- ENERGY STAR Electric Steam Cookers
- ENERGY STAR Kitchen Electric Fryers
- ENERGY STAR Commercial Electric Hot Food Holding Cabinets
- Vending Machine Controls
- Pre-Rinse Spray Valves

INELIGIBLE MEASURES:

- Fuel switching to electric
- Load reductions caused by building vacancies, decreased production, or other changes in occupant characteristics or behavior
- Rebranded LED lamps and fixtures that are not certified and listed by at least one of the following organizations: DesignLights Consortium (DLC) ENERGY STAR®, or DOE LED Lighting Facts
- Measures that require no capital investment
- Measures that decrease building plug loads, such as “Green Plugs” or computer inactivity time-out controls
- Measures for which incentives were received under another AEP program
- Energy-efficient gas-only measures

Measure Category	Measure Description	New Construction	Retrofit	Savings Calculator
Lighting	Lighting – Tubes, Lamps and Fixtures	X	X	Lighting Survey Form
Lighting	Lighting Controls	X	X	Lighting Survey Form
HVAC	Package and Split-System (AC and Heat Pumps)	X	X	ACE Form
HVAC	Chillers	X	X	ACE Form
HVAC	Package Terminal Units and Room Air Conditioners (AC and Heat Pumps)	X	X	ACE Form
HVAC	VFDs on AHU Supply Fans		X	Refrig Food Svc Control
Building Envelope	Cool Roof		X	CalcSmart Energy Star Roof
Building Envelope	Window Films and Solar Screens		X	CSOP Window Film Worksheet
Food Service	High Efficiency Electric Combination Ovens	X	X	Refrig Food Svc Control
Food Service	High Efficiency Electric Convection Ovens	X	X	Refrig Food Svc Control
Food Service	ENERGY STAR® Commercial Dishwashers	X	X	Refrig Food Svc Control
Food Service	ENERGY STAR® Commercial Electric Hot Food Holding Cabinets	X	X	Refrig Food Svc Control
Food Service	ENERGY STAR® Kitchen Electric Fryers	X	X	Refrig Food Svc Control
Food Service	Pre-Rinse Spray Valves		X	Refrig Food Svc Control
Food Service	ENERGY STAR® Electric Steam Cookers	X	X	Refrig Food Svc Control
Refrigeration	Door Heater Controls		X	Refrig Food Svc Control
Refrigeration	ECM Evaporator Fan Motors		X	Refrig Food Svc Control
Refrigeration	Electronic Defrost Control		X	Refrig Food Svc Control
Refrigeration	Evaporator Fan Controls		X	Refrig Food Svc Control
Refrigeration	Night Covers for Open Refrigerated Cases		X	Refrig Food Svc Control
Refrigeration	High-Efficiency Solid & Glass Door Reach-in Cases	X	X	Refrig Food Svc Control
Refrigeration	Strip Curtain - Walk-in Cooler/Freezer	X	X	Refrig Food Svc Control
Refrigeration	Low/No Anti-sweat Heat Glass Doors (Zero Energy Glass Doors)	X	X	Refrig Food Svc Control
Miscellaneous	Vending Machine Controllers		X	Refrig Food Svc Control

Efficiency Standards

SWEPSCO has designed the CSOP to encourage electric energy efficiency improvements that go above and beyond the efficiency gains typically achieved in retrofit or replacement projects. Consequently, energy and demand savings credit will be based only on reductions that exceed current state and federal minimum efficiency standards, if such standards apply. In cases where standards do not exist, savings credit will be based on improvements relative to a customer's energy use prior to participating in the program. A list of federal and state equipment efficiency standards is provided in the most recent version of the Texas Technical Reference Manual.

Incentives

Each year, throughout the course of the program, SWEPSCO will determine the total incentive funds available within each participating service territory. The incentive prices and payments are summarized below.

Prices

The CSOP provides standard incentive prices for demand and energy savings for peak demand reduction according to the following table for energy saved. Demand savings from M&V projects will be the weighted average demand reduction that occurs during the summer peak period. Energy savings are defined as energy savings over the course of one 12-month period. Savings will be either "deemed"—that is, stipulated through standardized savings values or formulas—or estimated through measurement and verification (M&V).

Lighting	kW	kWh
Halogen	\$220.00	\$0.05
HD	\$220.00	\$0.05
Int Ballast CCFL	\$220.00	\$0.05
Int Ballast CFL	\$220.00	\$0.05
Int LED	\$220.00	\$0.05
Int Corn LED	\$240.00	\$0.06
LED Fixture	\$240.00	\$0.06
LED Tubes	\$220.00	\$0.05
Lin Fluorescent	\$220.00	\$0.05
Mod CFL/CCFL	\$220.00	\$0.05

HVAC	kW	kWh
Air Cooled Chiller	\$300.00	\$0.09
Water Cooled Chiller	\$300.00	\$0.09
DX Air Cooled	\$300.00	\$0.09
DX HP Air Cooled	\$350.00	\$0.10
VRF AC Air Cooled	\$300.00	\$0.09
VRF HP Air Cooled	\$450.00	\$0.15
VRF HP Water Cooled	\$350.00	\$0.10
PTAC	\$300.00	\$0.09
PTHP	\$350.00	\$0.10
Room AC	\$300.00	\$0.09

Cool Roofs	\$240.00	\$0.08
All Other Measures	\$220.00	\$0.06

Limitation – Maximum Project Sponsor incentives

To ensure that incentives are available to multiple energy efficiency service providers, no Project Sponsor/Market Actor may initially reserve nor receive more than the defined project sponsor maximum in a given budget year, unless the program manager adjusts the amount during the program year.

	CSOP Budget	Sponsor/Trade Ally Limit
SWEPCO	\$448,000	\$100,000

Payments

SWEPCO agrees to make incentive payments to Project Sponsor/Market Actor based upon the sum of the documented Deemed Savings or Measured Savings derived from the Project. The total incentive payments due to Project Sponsor/Market Actor will be calculated by multiplying the Deemed Savings or Measured Savings by the applicable “Incentive Rate.”

In most circumstances, SWEPCO will not make a total incentive payment that is more than 100% of the total estimated incentive payment specified in the CSOP Agreement. If, however, M&V activities or post-measure installation inspections indicate that the measured savings are less than the estimated savings, the total incentive payment may be less than the payment estimated in the agreement.

Special Incentive Cases

Projects involving fuel switching measures are subject to limitations on their total incentive payment.

Project Application

Project Sponsors/Market Actors begin the Project Application process on-line in the P3 database system for SWEPCO projects at <https://swepco.p3.enertrek.com/>. The Project Application shall contain the following information:

- Identification and Qualifications of the Project Sponsor/Market Actor.
- Identification of the host SWEPCO customer site(s) including the ESID number(s).
- Description of the proposed set of energy-efficiency measures and associated incentives requested.
- Brief work plan for project design, implementation, operation, and management, including the anticipated project timeline.

Project Applications will be reviewed on a first-come, first-served basis until all incentive funding has been committed. A third (3rd) party Project Sponsor/Market Actor must submit the Project Sponsor and Customer Agreement with the Project Application submittal.

Pre-Installation Inspection

After receiving the Project Application, SWEPCO may, at its sole discretion, conduct a pre-installation inspection of the project site or plans to verify the baseline conditions documented in the application and the feasibility of installing the proposed equipment. SWEPCO will contact the Project Sponsor/Market Actor and complete the inspection, typically, within 30 business days of the receipt of a complete Project Application. The pre-installation inspection requires the presence of at least one representative of the Project Sponsor/Market Actor familiar with the project and the facility so that any discrepancies can be identified simultaneously by all parties. The inspection will verify the following information:

- The accuracy of the equipment survey. Equipment should be entered on the survey form in a manner that allows for easy identification of the location of the equipment. For example, on a Lighting Survey Form, the fixtures should be entered by room or area and not total fixtures for the project. Rebranded LED lamps and fixtures that are not certified and listed by at least one of the following organizations: DesignLights Consortium (DLC) ENERGY STAR®, Lighting Design Lab (LDL), or DOE LED Lighting Facts will not be eligible for incentives.
- For most measures the accuracy of the equipment quantity and nameplate information is verified. For lighting measures, the requirement for acceptance is that the total error of the installed demand of the sample must be within $\pm 5\%$ of the total demand submitted on the survey form.
- The M&V plan is appropriate for the measure, and the necessary M&V activities are being performed.
- All existing equipment listed in the Project Application is still in place and operational.
- New equipment installation, or preparation for installation, has not begun.

When electrical measurements are necessary, the representative(s) is required to perform any necessary disruptions in equipment operation, the opening of any electrical connection boxes, or the connection of current and power transducers. If the pre-installation inspection cannot be completed in a timely manner because the representative(s) is unfamiliar with the facility or project, the project site will fail the inspection.

Commercial Standard Offer Program Agreement

The Project Sponsor/Market Actor shall execute a CSOP Agreement and SWEPCO must receive this executed Agreement within fifteen (15) business days of the Project Application approval. The Project Sponsor/Market Actor is required to sign the contract with SWEPCO before installing any measures. The terms of the contract will be standard for all Project Sponsors/Market Actors, and will include the measures to be installed, estimates of demand and energy savings, a maximum incentive payment associated with the project, and the approved M&V approach.

Post-Installation Inspection

SWEPCO will contact the Project Sponsor/Market Actor and may conduct a post-installation inspection of the project site within 30 business days of the receipt of a complete IR. The post-installation inspection requires the presence of at least one representative of the Project Sponsor/Market Actor familiar with the project and the facility. The inspection shall verify that:

- The savings measures specified in the CSOP Agreement have been installed and are operating as described in the approved Project Application. For most measures the accuracy of the equipment quantity and nameplate information is verified. For lighting measures, the requirement for acceptance is that the total error of the installed demand of the sample must be within $\pm 5\%$ of the total demand submitted on the survey form.
- The M&V plan is being followed in accordance with the approved Project Application.

When electrical measurements are necessary, the representative(s) is required to perform any necessary disruptions in equipment operation, the opening of any electrical connection boxes, or the connection of current and power transducers. If the post-installation inspection cannot be completed in a timely manner because the representative(s) is unfamiliar with the facility or project, the project site will fail the inspection.

Measurement and Verification

Before the incentive payment is made, the potential for the project measures to save demand and energy must be verified and the actual savings estimated. These activities will be conducted in accordance with the M&V plan developed for the project. Project Sponsors/Market Actors are responsible for developing their own M&V plans conducting all M&V activities for the project.

M&V procedures will vary in detail and rigor depending on the measures installed. For each installed measure, the chosen procedures will depend upon the predictability of equipment operation, the availability of evaluation data from previous programs, and the benefits of the chosen M&V approach relative to its cost.

Project-specific M&V procedures may be classified according to three distinct approaches that represent increasing levels of detail and rigor.

- **Deemed savings:** Savings values are stipulated based on engineering calculations using typical equipment characteristics and operating schedules developed for particular applications, without on-site testing or metering. This approach can be used only for measures for which savings are relatively certain, such as Lighting Efficiency and Controls, HVAC replacements, Commercial Refrigeration, and Food Service Equipment, and any other measure savings approved by the Public Utility Commission of Texas.
- **Simple M&V:** Savings values are based on engineering calculations using typical equipment characteristics and operating schedules developed for particular applications, with some short-term testing or simple long-term metering. For example, chiller energy and demand savings can be determined using the simple approach by

comparing rated efficiencies of high-efficiency equipment to standard equipment, and using kW spot-metering and simple long-term kWh metering.

- **Full M&V:** Savings are estimated using a higher level of rigor than in the deemed savings or simple M&V approaches through the application of metering, billing analysis, or computer simulation. These methods will need to be developed in accordance with the 2001 International Performance Measurement and Verification Protocol (IPMVP), which represents the starting point for standard industry practice. More information about the IPMVP may be found on the Internet at www.ipmvp.org. Using the IPMVP as a guide, SWEPCO has developed several measure-specific guidelines to help ensure consistency and quality of the M&V performed by Project Sponsors/Market Actors. Project Sponsors/Market Actors will need only to adapt the guidelines to their specific projects in order to specify a project-specific M&V plan for the application stage.

The time required to complete M&V activities will range from less than a month to up to 12 months, depending on the approach chosen.

Savings Report

After all M&V activities are complete, the Project Sponsor/Market Actor shall complete a Savings Report (SR) documenting the projects measured demand and energy savings. An approved SR will serve as the invoice for the final incentive payment – the performance payment. This payment is based on the project’s verified savings. The total incentive payment cannot exceed the incentive payment stated in the CSOP Agreement. A typical review cycle for SR is 30 business days.

Deadlines

To encourage the timely completion of projects, the following deadlines have been established:

The Project Sponsor and Customer Agreement must be included in the Project Application submittal.

CSOP Agreement must be received by SWEPCO within fifteen (15) business days of the Project Application approval.

Measure installation must be complete within six (3) months from the Effective Date at SWEPCO.

The Savings Report must be submitted to SWEPCO within thirty (30) business days of the conclusion of M&V activities and within 18 months of the execution of the Standard Offer Agreement.

Correspondence

All Project Applications will be completed on-line at the P3 database. All supporting documentation will be uploaded in the P3 database under the applicable Project. Any additional documentation or specific correspondence shall be submitted to the appropriate SWEPCO Program Coordinator listed below:

SWEPCO

All correspondence and documentation for the CSOP in SWEPCO service territory should be directed to the address below:

SWEPCO
Attn: Mike Nix
135 West Allday Street
Atlanta, TX 75551
Phone: (903) 223-5752
E-mail: mrnix@aep.com

Confidentiality

The CSOP is subject to oversight by the Public Utility Commission of Texas (PUCT), which may request a copy of any program materials received by SWEPCO. Sensitive company and project information, such as financial statements, should be identified as “confidential” when submitted to SWEPCO. These materials will be treated confidentially, and will not be provided directly to outside parties other than the PUCT. SWEPCO will have no liability to any Project Sponsor/Market Actor or other party as a result of public disclosure of any submittals.

Participation Costs

SWEPCO will not reimburse any Project Sponsor/Market Actor for any costs incurred by participating in the CSOP, including costs of preparing the Project Application or reviewing the CSOP Agreement.

Submission of False Information

SWEPCO reserves the right to discontinue its evaluation of all submittals from any Project Sponsor/Market Actor who, in the sole judgment of SWEPCO, submits false, misleading, or incorrect information.

Web Site

The P3 database will serve as the primary source for all updated program information and materials. The web site will include the following:

- Information that describes the program design and requirements
- Contact information to receive more information about the program
- Downloadable guidelines, applications, savings calculators, and submittal forms

2 Enrollment Materials

Please use the following link to access the Enrollment Materials:

<https://swepco.p3.enertrek.com/Users/Account/LogOn>

If you are a new participant or service provider, please click “**need help getting started**” line just below the login box. Remember that you are a “Market Actor” and not a customer in the enrollment process.

No Project will be considered or accepted if it has begun prior to the Project Application/Submission process in P3.

No project will be considered until the PS/MA has completed the enrollment process and has been approved by the Program Manager.

3 Registration

Overview

The first step to participating in the Commercial Standard Offer Program (CSOP) is to register on the P3 database: <https://swepco.p3.enertrek.com/Users/Account/LogOn>

Your company's Federal Tax ID number and W-9 will be required. If you do not have a Federal Tax ID number, then enter your Social Security Number. Please refer to Appendix A for required documentation and an overview of the project process.

Project Sponsor/Market Actor Registration

In order for a Project Sponsor/Market Actor to access the P3 database system and submit a Project Application, they must first register as a new or first time user.

Project Sponsor/Market Actor Information

This section requires Project Sponsor/Market Actor contact information such as: company name, contact name, address, title, phone & fax number, email address, and supplier diversity information.

User Information

This section requires User contact information such as: name, user name, password, phone and email address.

Qualification Information

This section requires information such as: a statement of technical and managerial capabilities and experience, evidence the Project Sponsor/Market Actor and its subcontractors possess all applicable licenses, descriptions and references of other comparable projects.

4

Project Application

Overview

The Project Sponsor/Market Actor is required to submit a Project Application to participate in the CSOP. In the Project Application, the Project Sponsor/Market Actor provides a detailed description of the proposed project, including precise descriptions of the project's energy efficiency measures, customer sites, and expected energy savings. In addition, the Project Sponsor/Market Actor is required to develop a plan for the measurement and verification (M&V) of the energy savings associated with the project if not using Deemed Savings. The following sections provide guidance on the completion of the Project Application.

Project Applications are accepted and reviewed by SWEPCO on a first-come, first-served basis until all funds are committed. A summary of the contents of the Project Application is provided below. **It is the responsibility of the Project Sponsor/Market Actor to fill out all required forms and necessary paperwork and submit into the P3 database.**

Sections of the Project Application

- Project Information
- Project Description
- Site Information
- Savings Calculation
- Estimated Schedule

Project Information

This section includes the project name (this will become the name of the project in the database), project type (new or retrofit) and space for additional comments.

Project Description

This describes the project, including energy efficiency measures and the activities that will be performed by the Project Sponsor/Market Actor.

Savings Calculation

This section describes how the Project Sponsor/Market Actor will calculate the estimated savings. Options include: stipulated/deemed savings, simplified M&V or full M&V.

Estimated Schedule

This section describes the estimated installation and M&V (if necessary) schedule.

Site Information

This section describes each customer site(s) including ESI ID number(s) in which measures will be installed along with the estimated peak demand and energy savings. The Equipment Survey Forms described in the following sections provide a method to load savings information into the database.

Project Sponsor and Customer Agreement Form

This form must be signed by the Project Sponsor/Market Actor and the Host Customer and must be included with the Project Pre-Approval submittal.

Measurement and Verification Plan *(if deemed savings methodology not used)*

A detailed description of the measurement and verification plan(s) to be used for the project is required if applicable. In general, it is recommended that the Project Sponsor/Market Actor follow the current Texas TRM. However, the Project Sponsor/Market Actor can provide an alternative approach. This approach should be described in detail, and is subject to the approval of SWEPCO.

Equipment Survey Forms

The program equipment survey forms have been provided as standard templates for Project Sponsors/Market Actors completing equipment audits for the Project Application. Regardless of the M&V guidelines selected, these forms should be used for all equipment information (nameplate data, operating schedule, etc.). The sections of the forms related to equipment energy consumption, however, are specifically designed for use with the *Simplified M&V Guidelines*. The forms available for use with this program are:

- *Lighting Survey Form* is used with projects that involve lighting efficiency and lighting controls measures.
- *Motor and Variable Speed Drive Equipment Survey* is used with projects that involve motor or variable speed drive measures.

- *ACE Tool HVAC Equipment Survey* is used with projects that involve HVAC equipment.
- *Window Film Survey* is used with projects that involve the application of window tinting
- *Energy Star Roof Survey* is used for retrofit projects installing roofing systems qualifying for Energy Star.
- *Refrigeration, Food Service, and Controls Measure Calculator* is used for projects with various refrigeration measures, vending machine controls, and VFDs on air handling units

In general, each form consists of multiple line items subdivided into the following three categories.

1. Equipment Information is used to describe general information about the equipment involved in new construction or retrofit applications. This information includes number of units, room location, unit identification, operating schedule, operating sequence, etc. This information must be completed for pre-installation and post-installation equipment.
2. Nameplate Information is used to identify specific information regarding the equipment to be retrofitted. It includes manufacturer, model #, capacity, etc. This information must be completed for pre-installation and post-installation equipment.
3. Energy Information is specifically designed for the *Simplified M&V Guidelines*. This information includes spot measurements, annual kWh measurements, and annual hours of operation.

Any equipment not specified in the survey forms must still be listed in the Project Application with enough information for SWEPCO's approval. Therefore, it is recommended that Project Sponsors/Market Actors work closely with SWEPCO when surveying equipment not specified in the forms.

Lighting Equipment Survey Form

The Lighting Equipment Survey Form (LSF) is provided to facilitate the completion of Project Applications that involve lighting measures. Each line item in the survey is used to record the lighting fixtures and controls in a single room or area. However, if multiple usage groups are present in a single room/area, then the predominate use for the facility shall be used to represent each different usage group or a separate LSF should be completed. Each line item consists of the following sections:

- *Building ID, Floor, and Room Description* identifies room locations. The drop boxes for Building Type and Air Conditioning type calculate fixture usage and air conditioning interaction. All of the cells in this section are to be completed by the Project Sponsor/Market Actor. A table under the Factor Tables tab of the form is used to determine the value of the coincidence factors, hours of operation, and power factor adjustment.

- The *Pre-Retrofit Equipment* and *Post-Retrofit Equipment* sections are for specific information about the lighting fixtures. All non-shaded cells require inputs from the Project Sponsor/Market Actor. The shaded cells, *kW per Fixture* and *kW per Space*, are equations and do not require inputs from the Project Sponsor/Market Actor.
- *Annual kW Savings* and *Annual kWh Savings* are equations, and do not require inputs from the Project Sponsor/Market Actor.

Motor and Variable Speed Drive Equipment Survey

The Motor and Variable Speed Drive Equipment Survey is provided to facilitate the completion of Project Applications that involve motor and/or VSD retrofits. Generally, each line represents an individual motor identified by its unique motor ID. However, if multiple motors have similar operating schedules and loads, then multiple motors can be placed on the same line. Each line consists of the following sections.

- The *Pre-Retrofit Equipment* and *Post-Retrofit Equipment* sections are for general information about the motors and the Project Application. All of the cells in these sections require inputs from the Project Sponsor/Market Actor.
- The *Nameplate Data* sections (pre and post) are for specific information about the motors, and all of the cells in these sections require inputs from the Project Sponsor/Market Actor.
- *Pre-Installation Energy Consumption* and *Post-Installation Energy Consumption* require inputs from the Project Sponsor/Market Actor for all non-shaded cells. The shaded cells are equations and do not require inputs from the Project Sponsor/Market Actor.
- The *Annual kW Savings* and *Annual kWh Savings* columns are calculated automatically and do not require inputs from the Project Sponsor/Market Actor.

ACE TOOL HVAC Equipment Survey

The Ace HVAC Equipment Survey Tool is provided to facilitate the Project Sponsors/Market Actors' application of the deemed savings calculations for cooling equipment for New and for Retrofit projects when the replacement equipment is within $\pm 20\%$ of the original equipment size. Project Sponsors/Market Actors who perform retrofits of cooling equipment or install cooling equipment in new construction projects may choose the deemed savings methodology for the measurement and verification of the peak demand and energy savings resulting from their project.

Energy Star Roof Survey

The Energy Star Roof Survey is provided to facilitate the completion of Project Applications that involve the retrofit application of Energy Star roofing systems.

Window Film Survey

The Window Film Survey is provided to facilitate the completion of Project Applications that involve the application of window tinting products.

Commercial Refrigeration and Food Services Survey

The Commercial Refrigeration and Food Services Survey facilitates the completion of Project Applications that involve new construction and retrofit measures for commercial refrigeration and the installation of commercial food service measures.

Additional Documentation

Pictures of existing equipment, proposed equipment specification sheets, drawings, blueprints and other documentation of the proposed work should be loaded into the P3 database system.

Project Sponsor/Market Actor and Customer Agreement Form

This form must be signed by the Project Sponsor/Market Actor and the Host Customer and must be included with the Project Application. This form is not required for customers serving as their own Project Sponsor.

5

Standard Offer Program Agreement

Overview

The Project Sponsor/Market Actor shall execute a CSOP Agreement and SWEPCO must receive this executed Agreement within fifteen (15) business days of the Project Application approval. The Project Sponsor/Market Actor is required to sign the Agreement with SWEPCO before installing any measures. The terms of the Agreement will be standard for all Project Sponsors/Market Actors, and will include the measures to be installed, estimates of demand and energy savings, a maximum incentive payment associated with the program, and the approved M & V approach.

Note

The SWEPCO TX CSOP agreement language is non-negotiable.

6

Final Approval/Installation Report

Overview

The Project Sponsor/Market Actor is required to submit a Project for Final approval within fifteen (15) business days from measure installation to notify SWEPCO that the installation is complete and the equipment is operating as specified in the approved Project Application. In the Final Approval/Installation Report, the Project Sponsor/Market Actor provides details of the actual equipment installed for the project, including updated information regarding savings estimates, pictures of new equipment, equipment invoices, and the M&V plan. After the Final Approval/Installation Report is approved, SWEPCO shall make the installation payment if the project does not require further M&V. See *Incentives* in Section I of the manual for details on the incentive payment. The following sections provide guidance on the completion of the Installation Report.

Information entered in the Project Application will be pulled into the Installation Report form. By clicking on the appropriate section link, changes can be made to the form.

Sections of the Final approval/Installation Report

- Project Description
- Site Information
- Savings Calculation

Each of these sections should be reviewed and revised with more detailed information if necessary.

Project Description

This section describes the project, including energy efficiency measures and the activities that were performed by the Project Sponsor/Market Actor. If the scope of the project has not changed since the approval of the Project Application, the Project Sponsor/Market Actor may refer to the Project Application when completing the project description.

Measurement and Verification Plan

If the M&V plan has changed significantly since the approval of the Project Application, the Project Sponsor/Market Actor must submit the revised plan. The M&V plan requires a detailed description of the updated M&V plan to be used for the project and is subject to the approval of SWEPCO.

Customer Site Profiles

The site profile should be completed for each site with demand and energy savings claimed in the project. Site schematics and additional site information should be provided as appropriate. If this information has not changed since the approval of the Project

Application, the Project Sponsor/Market Actor may simply refer to the Project Application when completing this section.

Project Savings Estimate

The summary of the proposed measures should be completed along with all equations and calculations used to determine the demand and energy savings estimate. If this information has not changed since the approval of the Project Application, the Project Sponsor/Market Actor may refer to the Project Application when completing this section.

Equipment Survey Forms

Updated equipment survey forms must be completed if the actual equipment installed differs from the equipment listed in the approved Project Application. These forms should be used for all equipment information (nameplate data, operating schedule, etc.).

Customer Acknowledgement Form

This form certifies that the energy efficient equipment associated with the project has been installed and is properly commissioned. The Project Sponsor/Market Actor and the Host Customer must sign one form for each customer site involved in the project. This form must be included with the Final Approval/Installation Report submittal and received by SWEPCO within fifteen (15) business days from measure installation. This form is not required if the customer serves as their own Project Sponsor/Market Actor.

7 Savings Report for M & V Projects

The Project Sponsor/Market Actor must submit a Savings Report (SR) if the Project Sponsor/Market Actor has conducted specific measurement and verification activities associated with the project. The SR includes all measurement data and associated analysis conducted by the Project Sponsor/Market Actor.

The SR should be submitted to SWEPCO on-line and within eighteen (18) months of the Effective Date of the Agreement. In addition to completing the SR, Project Sponsor/Market Actor must submit the raw data, in electronic format only, supporting all savings calculations. After the SR is approved, SWEPCO shall make the performance payment; see *Incentives* in Section I of this manual for details on the performance payment.

Appendix A

SWEPCO TEXAS COMMERCIAL STANDARD OFFER PROGRAM REMINDERS:

Required Supplemental Documents that must be provided for each new Project Application/Submittal include:

- **Market Actor/Project Sponsor W-9** (customer W-9 if incentive is going to Customer)
- **Project Sponsor and Customer Agreement Form** (executed),
- **Manufacturer spec sheets** for new equipment/measures to be installed,
- **Pictures** required for lighting projects:

Pictures of existing lights for every different fixture type showing wattage & model numbers, ballasts nameplate, and room showing light disbursement,

Pictures of new lights for every different fixture type showing wattage & model numbers, ballasts nameplate, and room showing light disbursement will be required during the measure installation stage.

- **Pictures** required for all other measures:

Pictures of existing measures for every different measure type showing nameplates, locations, and any other details needed to identify the measure in its current condition and location.

Pictures of new measures for every different measure type showing nameplates, locations, and any other details needed to identify the measure in its current condition and location will be required during the measure installation stage.

- Copy of **invoices** for new equipment/measures installed for the project, corresponding to the equipment and quantities listed on the various equipment survey forms submitted with the project application shall be submitted **prior to** the post inspection. The invoice must match what was purchased for the project and not contain any other purchases other than those for the project. Only equipment that was listed on the Savings Forms shall be on the submitted invoice.
- Copies of **certification documents** such as AHRI (for HVAC), Consortium for Energy Efficiency (for fluorescent lighting), and DesignLights Consortium, DOE Lighting Facts or Energy Star (for LEDs), corresponding to the equipment listed on the various equipment survey forms shall be submitted with the project application. On lighting projects, **make sure and refer to the wattages listed on your certification submittals** for use on LSF forms and **not wattages listed on specification sheets**. If a wattage has a decimal, **round up if >.5 watt and round down if <.5 watt. Variable Wattage fixtures will use the Maximum rated wattage listed in Certification documents.**

SWEPCO TEXAS COMMERCIAL STANDARD OFFER PROGRAM PROCESS:

“Project Sponsor” or “Market Actor” shall mean any organization, group, or individual who contracts with SWEPCO to provide Energy Savings or Peak Demand Savings, or both, under the SOP.

- **ABSOLUTELY NO PROJECT** will be considered for incentives if it has been started prior to the submittal process. **NO EXCEPTIONS.**
- **Responsibility for Enrollment and Project Submittal** lies with the **Project Sponsor/Market Actor**. The Program Manager will help guide you but not do it for you.
- **No more than 1 distinct ESID number** will be allowed per project.
- **Documents, Manuals and Forms** for enrollments/projects are located in the P3 database. If you are not familiar with the P3 database or have questions, please contact the appropriate Program Manager for assistance with getting started. Savings Forms must be filled completely or they will be rejected.
- **Enroll in the P3 Database.** You have to be enrolled before you can submit any project. You will be asked to provide your W9. After you have enrolled and been approved into the Program, you can access the Forms, Manuals and other program materials by clicking the down arrow to the right of your name on the home page and then click on Help, then click on Program Downloads and Tools. Download the CSOP Manual and the P3 User Guide for Commercial Standard Offer Programs, read and understand them before proceeding.
- When enrolling, make sure and select that you are the **Market Actor and not the Customer**. When you enroll, the Program Manager will assign a level of “approved funding”. ****THIS IS NOT A GURANTEE OF INCENTIVES OR A BUDGET OF ANY KIND!**** It is a limiting factor in your ENROLLMENT, set by the Program Manager, that once it is reached by a project(s) that you have submitted, you will have to contact the Program Manager to receive a higher monetary approval level for the project(s) if incentive funds are available at that time.
- **Project Applications** are then submitted into the P3 Database along with the **Project Sponsor/Market Actor and Customer Agreement (executed)** into the P3 database (unless you are doing the work on your facility yourself and submitted the project yourself). **New Construction projects must be approved before the energy efficiency measures have been procured. Projects are eligible only on first come-first save basis.**
- Complete and upload to the P3 database the appropriate Equipment Survey Forms, Certification Documents (AHRI, DLC, Energy Star, DOE Lighting Labs) and at least 4 Pre-Installation Photos of the old fixtures along with Photos of each

existing bulb wattages. The Program Manager will review the documentation and either accept it as is, or request clarification or more documentation than has been provided. Please note: **Survey forms will contain as much detail as deemed necessary by the program manager before the project will move forward. One or two line Survey Forms are UNACCEPTABLE unless deemed appropriate by the Program Manager. You must ensure that your Survey forms are as correct as possible as this will have an effect on the incentive level for the project. Current Equipment Survey Forms are required for all projects.** Review of the existing equipment/measures to be replaced and site plans, blueprints, equipment schedules and any other project details necessary to support a new construction or retrofit project must be loaded into the P3 database as well as sent to the Program Manager before commencement of the project. **Please Note: only ONE ESID # will be allowed per project. No multiple locations under one project will be allowed.**

- Complete the CSOP Agreement (this will be sent to the Market Actor/Program Sponsor via DOCUSign from P3) and the Market Actor/Program Sponsor will forward appropriately. Please note that once this agreement is **executed**, the incentive amount that is shown in this agreement is **FINAL, and will not be adjusted upward regardless of adjusted survey forms. However, the incentive amount may be lower due to updated survey forms.** At this point the project will either be approved or rejected by the Program Manager. The P3 database will send you an E-Mail confirmation of the status of the project.
- **NO PROJECT HAS INCENTIVE FUNDS RESERVED UNTIL the CSOP Agreement is signed by both parties.**
- If the project has been approved, **SWEPCO Texas will conduct the pre-inspection and measures will be agreed upon between the Program Manager and the Market Actor before any work is done on the installation.** Please note that all applicable measures will follow the current Texas TRM and guidance memos. **Projects cannot begin until AEP SWEPCO Texas has conducted the pre-inspection of the existing equipment/measures to be replaced. If a project has begun before the pre-inspection, it WILL NOT receive incentive funding. For New Construction Projects, Equipment that is to be installed must be approved by the program manager before work begins. SWEPCO WILL conduct a pre and post inspection in this program.**
- Measures will be installed.
- Project Sponsor/Market actor will “Submit Work” via P3 and send the program manager an E-Mail in order to alert the Program Manager that the work is complete on the project.
- SWEPCO Texas will conduct a post inspection as soon as is practical. **Updated Equipment Survey forms** are required if the actual installed equipment differs from the equipment listed in the approved Project Application survey forms. Remember that even though the Equipment Survey may change at this point, the incentive amount **WILL NOT go higher, but may go lower.**
- **Market Actor/ Project Sponsor** will upload the signed **Customer Acknowledgement Form** into the P3 database.
- **Market Actor/Project Sponsor will “Submit Work” in P3 and the project will be paid.**

- **All projects must be completed and post-inspected by no later than November 30 of the calendar year, regardless of when the project was approved unless prior written approval was obtained from the program manager.**
- **Strict adherence** to the three month (AEP SWEPCO Texas) time limit for project completion (except for projects involving M&V) and document upload requirements once the CSOP Agreement has been executed will be followed or the project will risk not receiving any funding. It is the Project Sponsor/Market Actor responsibility to keep up with the completion dates and timelines. The three month rule commences on the date the agreement is signed. Written approval must be obtained from the Program Manager if a project will surpass the allotted 3 month completion rule but will not exceed 6 months after the agreement date.
- **The Program Manager** must be notified of whom, along with a valid mailing address, of where incentive checks must go before final approval.

For questions about your project(s), please contact the Program Manager:

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